

## Appendix C

### Checklist for OCS Applicants

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.) Include date available for OCS.
  
- \_\_\_ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
  
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
  
- \_\_\_ 4. Evaluations. (Copies of last 3 years observed Evaluation Report & Counseling (NAVPERS 1616/26)).
  
- \_\_\_ 5. College Transcript. (Provide copies of all college transcripts attended.)
  
- \_\_\_ 6. Award Citations. (Attach one copy of each award citation.)
  
- \_\_\_ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372). A service record copy of your birth certificate is also acceptable.)
  
- \_\_\_ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
  
- \_\_\_ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach one copy of your transcript for service schools attended.)
  
- \_\_\_ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.
  
- \_\_\_ 11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's Endorsement).

Enclosure (1)

\_\_\_12. Financial Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.

\_\_\_13. Testing Scores - (Use information in the Officer Programs Application OPNAV 1420/1, block 18).

\_\_\_14. Include copy of commissioning physical with copy of EKG.

\_\_\_15. I certify that my command has advised BUPERS by message to hold my orders in abeyance, and that I will not transfer prior to final disposition of my application by Commander, Navy Recruiting Command.